

MINUTES
PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Tuesday Evening, 22 August 2023

1. **CALL TO ORDER:** Chair Harry Westerfield at 4:05 P.M.
2. **QUORUM CHECK:** Chair Harry Westerfield

Commission Members Present:

Harry Westerfield, Chairperson
Nick Ferguson, Member
Judy Schindler, Member

Absent or Arrived Later:

Mary Eddy, Member
Janet Tennis, Member

Also Present:

Randy Luensmann, Public Works Director
Brandon Peterson, Assistant Public Works Director
Kristin Mueller, City Clerk/Economic Dev. Director
Athena Ford, Utilities Coordinator
Maribel Garcia, Deputy City Clerk
Mat Mateko, Parks Strategic Planning Facilitator

Chair Westerfield noted a quorum was present.

3. **CITIZENS TO BE HEARD:**

There were no citizens to be heard in attendance.

4. **OLD BUSINESS – MINUTES OF PREVIOUS MEETINGS:**

- A. **Consider the Minutes of the July 11th, 2023 meeting.**
- B. **Consider the Minutes of the July 25th, 2023 meeting.**

Mr. Ferguson moved to approve all items under “Old Business.” Ms. Schindler seconded the motion.

Motion to approve carried unanimously.

4. **OLD BUSINESS:**

- A. **Parks and Recreation Strategic Planning Session.**

Mr. Mateko recapped the prior Strategic Planning Session and reviewed the process with the Commission. He listed considerations for the Commission to keep in mind and stated that now was the time to prioritize projects.

Mr. Luensmann explained the selections. He gave an overview of each park project that the Commission would be asked to list in order of prioritization. These projects included: Cibolo Linear Park trail in two parts, Universal City Park, the disc golf course, Red Horse Park completion, Northlake Park, Copano Ridge Park, Remington Place Park, Summit Park, Veterans Park, Meadow Oaks completion, and Cimarron Park. He answered questions for the commission regarding project specifics, including locations and inclusions such as trail lighting, and forms of funding including grant opportunities.

After a full review of all projects by Mr. Luensmann, Mr. Mateko explained that these projects

would be ranked by the Commission in order of how they would prioritize the projects. He gained clarification from Mr. Luensmann on fund sourcing including Parks Partners' contributions.

Mr. Luensmann clarified that Cimarron Park would not be added to the prioritization list since it was included in the FY 2024 budget and does not need funding, but Meadow Oaks would require funding and should be added to the prioritization list.

Mr. Mateko gained clarification on the following items:

- Adding shades to parks is more cost effective when done during upgrades and installation.
- Turf and surfacing repairs are part of Maintenance and Operations budgeting.
- A skatepark would fulfill the need for Universal City kids to have designated spaces to skate.
- The highly requested swimming pool survey response could be met through HOA pools. Furthermore, a City pool would be an expensive liability and an expensive project. Multiple private HOA pools around the City had already closed due to lack of membership.

After gaining clarification on the above items, he explained the voting process Commissioners would go through to prioritize the projects. Each Commissioner would receive 10 votes to distribute among 12 items. They would receive 5 votes to distribute among unfunded broad priorities not initially included in the list of projects.

Chair Westerfield, on behalf of the Commission, asked that Mr. Luensmann review approved or funded projects.

Mr. Luensmann clarified which projects were fully or partially funded. At the Commission's request, he gave them an overview of the parks he had listed in order of his personal priorities during the Parks Master Plan process.

The Commission prioritized the parks projects as follows:

1. Red Horse Park Completion (with 13 votes)
2. Northlake (with 10 votes)
3. UC Park Disc Golf / Veterans Park (both separate projects tied at 6 votes each)
4. UC Park Phase 1-3 / Cibolo Creak Linear Park (Kitty Hawk to Selma) (both separate projects tied at 5 votes each)
5. Athenian Park and Aina Blake Dog Park (with 3 votes)
6. Summit Park / Meadow Park (both separate projects tied at 1 vote each)
7. Copano Ridge Buildout / Remington Place Buildout (both separate projects tied at 0 votes each)

The Commission prioritized the broader initiatives or unfunded additional projects as follows:

1. Recreational programmer for multiple activities throughout the City (with 10 votes)
2. Signage improvements and standardization (with 5 votes)
3. Skate Park (with 4 votes)
4. Shade covers and other maintenance (with 3 votes)
5. Swimming Pool (with 0 votes)

The Commission emphasized the need for a recreational programmer to be hired.

5. NEW BUSINESS:

A. Discussion and planning on future Northlake Park Master Plan improvements.

Mr. Luensmann gave an overview of the Northlake Park project. He displayed a map clarifying the location of amenities, new roadways, and access points. He stated the majority would be funded except for the parking lots and roads. He asked the Commission for feedback.

The Commission asked for an abundance of water fountains, shade, and storage for potential recreation activities.

Chair Westerfield clarified that, at this point, the project has rough funding estimates, but would surely be presented before the Commission as funding becomes clearer.

B. Discussion and planning on future UC Park Master Plan improvements.

Mr. Luensmann stated that he wished to create a master plan for UC Park with a map demonstrating the proposed layout of the park prior to moving forward with the project. He conveyed parking locations and new amenities. He noted that Snowfest had be considered given that UC Park is the Snowfest location. He gave a brief overview of project needs and stated that master planning will begin after October 2023. He emphasized that price estimates given were not final. He revisited Northlake Park briefly to note that, though it was number 2 on the priorities list, the roads may not be ready to complete the park before other priorities are visited.

C. Update on Red Horse Park parking lot improvements.

Mr. Wilson gave an update on the status of the parking lot project.

Mr. Luensmann said that FY 2024 would fund the large parking lot for this park, and FY 2025 is slated for the alleyway project. He shared that Mr. Peterson was gathering quotes for improvements to the pavilion at Red Horse Park. He clarified the location of the parking lot for the Commission.

6. COMMISSION MEMBER ITEMS:

7. ADJOURNMENT:

With Commissioners' consensus to adjourn and having shared the next meeting was scheduled for Tuesday, September 26th, 2023 at 6:00 P.M., Chair Westerfield adjourned the meeting at 5:49 P.M.

Harry Westerfield
Chairperson